

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao – Goa
SY BCA Semester IV, Semester End Examination, April 2023
Ability Enhancement Compulsory Course
Subject Code: CAA – 102
Subject Name: Technical Writing Skills

Duration: 2 hours**Total Marks: 60**

Instructions: a) All questions are compulsory
 b) Figures to the right indicate full marks

Q.1.A. Fill in the blanks: **(5X1 = 5)**

- a) _____ is a condensed document stating the reason for application for a given job.
- b) Press releases use _____ style of writing.
- c) _____ is a specific form of writing, written concisely and clearly.
- d) The publication and circulation of procurement opportunities by the procuring entity in various media is _____.
- e) In _____ format the entire letter is left justified and single spaced.

Q.1.B. State whether the following statements are true or false: **(5X1 = 5)**

- a) Classified advertisements are much cheaper.
- b) Research is not a component of Report Writing.
- c) Electronic mail is a method of transmitting and receiving messages using electronic devices.
- d) The primary function of a press release is to quickly publicise information.
- e) RTI was introduced in India in 1999.

Q.2. A. Explain Classified Advertisements and draft two different classified advertisements in two different areas. **(10X1 = 10)**

OR

B. What is a Press Release and explain six types of press release.

Q.3. A. Draft a job application letter along with your CV for the post of Software Developer in Tata Data Enterprises. **(10X1 = 10)**

OR

B. You are Mr. Nilesh Dessai, resident of Comba – Margao. Write a letter to the editor of 'The Nahvind Times' expressing your views on the increase in noise pollution around educational institutions.

Q.4. A. List and examine the contents of a report

(10X1 = 10)

OR

B. Distinguish between email etiquette and netiquette. Illustrate five rules of email netiquette.

Q.5. A. Define a Business Letter and explain the different layouts of Business letters.

(10X1 = 10)

OR

B. Distinguish between Individual and Committee Reports. Explain the process involved in data collection for a report.

Q.6. A. You are Mr/Ms. Vinit/Vinita Kumar, employee at UFO Planet in Margao.

Write a job resignation letter addressed to your manager. (10X1 = 10)

OR

B. As the Sports Secretary of the college, draft a report on the Annual Sports Meet 2022-2023 organised by the Sports Council of the college.
